



## 02. Admissions Policy

### Aims of Policy

It is our intention to make our Pre-School accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. The Pre-School was originally set up and funded by the residents of the village. Its primary aim is to serve all the children and families of the local area. We treat everyone as individuals regardless of their cultural, religious, ethnic and linguistic backgrounds, sex, social group or disability and do not discriminate on these or other grounds. There are 'Equality of Opportunity' policies (Policies 5 to 7) which are available to prospective parents/carers. We do our utmost to enable children with disabilities to take part in the life of the Pre-School (see 'Equality of Opportunity Policy - Special Educational Needs (SEND)' (Policy 9)). We have SEND trained staff to ensure we follow good practice.

### Procedures - General

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relatives and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We make our 'Equality of Opportunity' policies (Policies 7 to 9) known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.

### Procedures - Specifics

There are 20 spaces available in each session, Monday to Thursday and 24 spaces available in the Friday session. In the event that we receive a request for a space for a looked after child (child in care) we will do our utmost to accommodate them. We have two academic years at Pre-School:

- Younger academic year - children begin with us from the September two years prior to school entry once they turn 2.5 years of age. We stagger the start dates of new children, with oldest children starting first. This means a child with an October birthday would begin in the September and a child with a July birthday would begin in January.
- Older academic year - children in their final year before joining primary school.

All children are allocated a minimum of 4 sessions, as prescribed by the Pre-School, with the younger academic year having 4 sessions Monday to Thursday and the older academic year having 5 sessions Monday to Friday. Additional sessions and lunch club, subject to availability can be taken, and this is on a first come, first served basis. Should there be space on a Friday this can be offered to children who do not attend Pre-School on the other days.

In order to achieve our primary aim of serving all the children and families of our local community, places on the Pre-School intake list are offered on a first come, first served basis. A reserve list runs in conjunction with the intake list, and children who do not have a place on the intake list will be filed on the reserve list. Places will be offered from the reserve list when places on the intake list become vacant based on date of registration.

For children under 3 years of age, in order to finalise an accurate and confirmed intake of children, a child's place will be offered at the beginning of the calendar year of the academic year they will begin with us. Once the parent/guardian confirms acceptance of the place, a £150 non-returnable deposit will be paid, which will be transferred back at the end of the last term at the Pre-School. For children over 3 years of age the arrangements will be discussed with the Admissions and Administration Secretary. For all details regarding the deposit, please see 'Fees and Funding Policy' (Policy 12).

If a child's place is offered and accepted but subsequent to such acceptance, the start date is delayed at the parent/guardian's request, the fees will be payable in full from the original offered start date. Should a parent/guardian fail to accept a place offered to their child by the date stated in the offer letter, the child may lose their place as, if there are children waiting on the reserve list, the first child on the reserve list will be offered the place instead. We will review requests to delay start dates prior to parents accepting a place and will do our best to accommodate parents' wishes within reason. However, it is unlikely that the request will be accepted if it involves delaying the start date by more than 2 weeks due to the detrimental effect on the Pre-School's financial status and because it is unfair to any children on the reserve list who could start on time.

If a child reaches school age and their parent/guardian wishes to defer to a later term in the school year or defer a full year and they wish to remain at Pre-School please refer to our Deferral Procedure.

The staff and officers of the Committee have agreed the above. However, a degree of flexibility is inevitably required in order to ensure that the interests of the child, its family and Pre-School are served.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) \_\_\_\_\_

Signed on behalf of Seer Green Pre-school (Committee Chairperson) \_\_\_\_\_

This policy was reviewed as indicated below:

Date reviewed:	Reviewed by:

**UNCRC related articles:****Number 14**

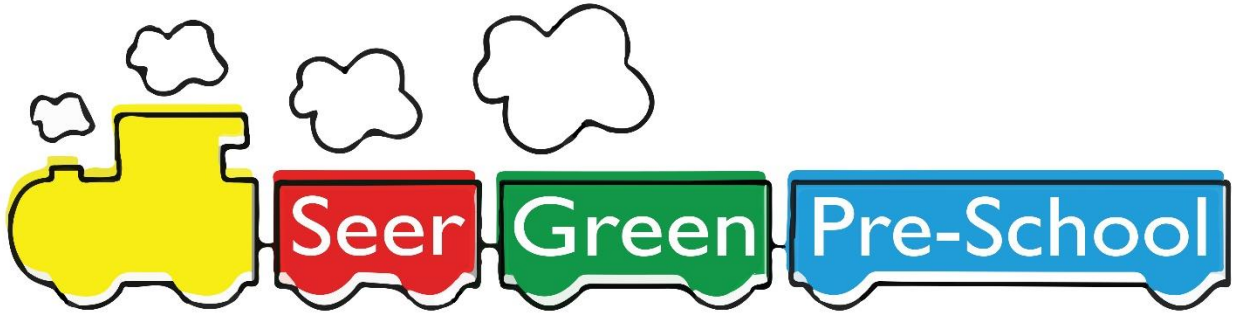
Every child has the right to think and believe what they want and to practice religion, as long as they are not stopping other people enjoying their rights. Governments must respect the rights of the parents to give their children information about this right.

**Number 28**

Every child has a right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children's dignity. Rich countries must help poorer countries achieve this.

**Number 31**

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.



# Admissions Policy

## Deferral Procedure

Should a parent/guardian wish to defer a school place for their child to a later term in the school year or to defer a full year a case by case review will take place to evaluate if we have the resource to offer an extended place at Pre-School.

### Applying for a deferred place

#### Stage 1

- The Admissions and Administration Secretary should be informed by the parent/guardian at the earliest opportunity, but no later than the Buckinghamshire County Council school primary application deadline.

#### Stage 2

- The 'Application to Extend Pre-School Attendance' form (available from the Admissions and Administration Secretary) should be completed and submitted to the Admissions and Administration Secretary along with, if applicable, a copy of the Councils 'Out of Year Application for a Buckinghamshire School Place for Summer Born Children' form.
- Deadline is by the end of February.

#### Stage 3

- The parent/guardian should inform the Admissions and Administration Secretary of the council's decision on the same day.

#### Stage 4

- Should the Council approve the deferral request, then a Pre-School review meeting will take place to review each request on a case by case basis with regards to our Pre-School resources.
- In attendance at this meeting will be the Pre-School Leader and one or more members of the Committee.

**Stage 5**

- The parent/guardian will be informed of whether the Pre-School will offer a place before the date that Buckinghamshire County Council issue the first round of school placement offers.
- Please note that if a place is offered it may not be within their current group (Lion/Tiger).

**Stage 6**

- The parent/guardian should inform the Admissions and Administration Secretary of the date they will begin their child at school. This should be before, but no later than, the Buckinghamshire County Council closing date for the first round of acceptances.

**Stage 7**

- Should the parent/guardian wish to appeal against the decision they should follow the Pre-School Complaints Procedure from Stage 3.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

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Signed on behalf of Seer Green Pre-School (Committee Chairperson)

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